

**Bristol County PHEP Executive Board Meeting Minutes
September 20, 2016**

Attendance: Dr. Henry Vaillancourt, Bob Ashton, Larry Perry, Elaine LaCoursiere, Denise Phaneuf, Ali Novak, Liisa Jackson.

Acronyms:

- BP4- Budget Period 4 (July 2015-June 2016)
- BP5- Budget Period 5 (July 2016-June 2017)
- CDC- Center for Disease Control and Prevention
- DPH- Massachusetts Department of Public Health
- EB- Executive Board (sometimes referred to as EC-Executive Committee)
- EDS- Emergency Dispensing Site
- EP- Emergency Preparedness
- HMCC- Health and Medical Coordinating Coalition
- LSAC- Local and State Advisory Committee
- MAHB- Massachusetts Association of Health Boards
- MEMA- Massachusetts Emergency Management Agency
- MRC- Medical Reserve Corps
- MHOA- Massachusetts Health Officers Association
- PHEP- Public Health Emergency Preparedness
- Q1- Quarter 1(July-September)
- Q2-Quarter 2 (October-December)
- Q3- Quarter 3 (January-March)
- Q4- Quarter 4 (April-June)

CITY CLERKS OFFICE
 NEW BEDFORD, MA
 2016 SEP 26 A 9:54
 CITY CLERK

Decision Made/ Problem to be solved	Action to be taken
October meeting will be held at the Norton Media Center in Norton MA.	Christian Zahner will sign paperwork to reserve the meeting space for October.
Elaine discussed new policy change for MAOA lodging with EB.	Announcement will be made regarding new policy during Coalition meeting to all members.
Discussed planner's assigned communities.	Communities assigned to Deni will remain the same. Deni is working as Coordinator as well as planning for 10 communities. Ali will plan for Amy's former communities.
Discuss new DPH cell phone rule	Alert communities of new rule at Coalition meeting.

Motion made and seconded	Vote
Meeting called to order at 12:37p.m.	Unanimously passed
Approval of meeting minutes for May, June EB meetings and Closed EB session in August (held for interviews).	Unanimously passed
To reaffirm existing Principles of Operation	Unanimously passed
To transfer \$1000. From Equipment and Supplies line item in budget, to Shelter line item.	Unanimously passed
To allow Amy Palmer's laptop purchased with PHEP funds to go to Mansfield for Emergency Preparedness work.	Unanimously passed

Ali Novak, Emergency Planner to purchase new laptop and service plan up to \$800. Pending DPH approval.	Unanimously passed
To adjourn at 1:33p.m.	Unanimously passed

Documents sent out before the meeting:

- 09-20-16 Bristol PHEP EB Agenda
- 09-20-16 Bristol PHEP Coalition Agenda
- 05-17-16 EB meeting minutes unapproved
- 06-21-16 Coalition meeting minutes unapproved
- BP5_Coalition Deliverables-September
- Copy of Bristol BP5 Expenditures- September
-

EB meeting called to order: 12:37p.m.

Robert Ashton (Acting Chair in Joe's absence) Joseph Carvalho-Chairman

A motion was made by Dr. Vaillancourt, seconded by Bob Ashton and unanimously passed to approve the May, June and Closed Session EB meeting minutes.

Executive Board discussed planners' communities. Deni works as Coordinator and Planner and will continue with same communities. Dr. V. expressed that we have developed excellent regional work groups with Deni and he would like to see keep them stay the same. Ali Novak, the newly hired planner, will assume Amy's former communities. Deni said she reached out to Ali and will help her in any way possible. Ali said she will begin by making appointments with each community to introduce herself after her start date of October 3, 2016.

Discussion took place regarding the meeting space in Norton. The EB will talk with Christian Zahner IV of Norton regarding Wi-Fi and coordinating monthly meeting space with Deni.

Dr. Vaillancourt made a motion to reaffirm the Principles of Operation. Larry Perry seconded the motion. Passed.

Elaine LaCoursiere, MAHB

Elaine discussed budget modifications. She said 3 are allowed by DPH. Elaine must submit the first one by October. Dr. Vaillancourt suggested shifting additional funding of \$1000., to shelter supplies and taking it from the Equipment and Supplies line item. Bob Ashton made a motion to transfer funds from Equipment and Supplies line to Sheltering line item. Dr. Vaillancourt seconded. Motion passed.

Deni discussed problems she is having with her laptop after professionals have worked on it several times. Elaine will look into the possibility of replacing Deni's laptop if allowed by DPH. This will be discussed and revisited in October. It was noted by Larry and others that Windows 8 has been causing many problems universally.

Dr. Vaillancourt made a motion for Ali's laptop to go with Amy Palmer to Mansfield for her Emergency Preparedness work. Bob Ashton seconded. Motion passed.

Dr. V. asked about recent purchase of printer by Amy Palmer. The EB members suggested asking Amy to give the printer to Ali Novak for use in her Emergency planning. DPH will not allow payment for travel on Thursday because there are no Emergency Preparedness courses on Friday. Overnight accommodations for the evening of the final day of the conference are not eligible for reimbursement.

The new policy from DPH for cell phones is: Each community can have 2 cell phone lines, however the individual's that have them must be on the 24/7 contact list.

Deni Phaneuf- Planner/Coordinator-

Deni will give detailed deliverables report at Coalition meeting today.

DPH Update- Lisa Crowner, Regional Coordinator for Region 5 (unable to attend due to training)

Kerin Milesky, Deputy Director will give DPH updates at Coalition meeting this afternoon.

Liisa Jackson-MRC

Liisa will give a detailed report of MRC activities at the Coalition meeting.

The meeting adjourned at 1:33p.m. when a motion was made by Dr. Vaillancourt, seconded by Larry Perry and unanimously approved.

Respectfully submitted,
Denise Phaneuf

The next Coalition Meeting will be held on **October 18, 2016** at the **Norton Media Center**, 184 West Main Street, Norton.

**Bristol County PHEP Coalition Meeting
September 20, 2016**

Attendance: See attendance document

Acronyms:

- BP4- Budget Period 4 (July 2015-June 2016)
- BP5- Budget Period 5 (July 2016-June 2017)
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- LSAC- Local and State Advisory Committee
- MAHB- Massachusetts Association of Health Boards
- MHOA- Massachusetts Health Officers Association
- MRC- Medical Reserve Corps
- PHEP- Public Health Emergency Preparedness
- POD- Point of Dispensing/ Distribution

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Motion made and seconded	Vote
Meeting called to order at 1:40pm	Unanimously passed
May and June Coalition meeting minutes approved as written (there were no July or August meetings)	Unanimously passed
To approve the Principles of operation as written	Unanimously passed
Meeting was adjourned at 2:31pm	Unanimously passed

Documents sent out before the meeting:

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- 09-20-16 Bristol PHEP Coalition Agenda
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- 06-21-16 Coalition meeting minutes unapproved
- BP5_Coalition Deliverables_ September
- Copy of Bristol BP5 Expenditures September
- Copy of Principles of Operation

Attendance was counted before the Coalition meeting and there was a quorum.

Coalition meeting called to order: 1:40pm

Robert Ashton- Acting Chair (Joe Carvalho was unable to attend)

Approve previous month's meeting- May and June

Christian Zahner IV made a motion to approve May and June Coalition meeting minutes as written, Mark Taylor seconded the motion. The motion passes unanimously.

Deni will continue as both Coordinator and Planner and will therefore be assigned to her current communities. Ali Novak, will assume Amy's former communities and will begin work on October 3, 2016. She will contact each of her communities to set up a meeting.

Bob announced that the EB voted to transfer \$1000. from the Equipment and Supplies line item to the Shelter line item.

Christian was asked to inquire about use of Wi-Fi at the Norton Media Center and any required passwords necessary to get on. Christian will inquire about October meeting reservations and fill out required paperwork to reserve meeting space. By the end of the meeting, Christian was able to confirm space for October and provide information to use WI-FI at the media center. **The following information is what is needed to use WI-FI: Belkin.46D Code: 2EAD4636.**

Elaine LaCoursiere - MAHB

New DPH policy change: Overnight accommodations for the evening of the final day are not eligible for reimbursement because there are no EP courses on Friday. Please call Elaine with any questions.

New DPH policy change: The new policy is that each community can have 2 cell phone lines, however the individuals that are using the cell phone lines **must be on the 24/7 list.**

Ali Novak, planner has been approved to spend up to \$800. on the purchase of a new laptop with a service plan. Amy Palmer will give Ali the printer that was recently purchased by the coalition.

Announcement

LSAC is looking for a new representative, as Amy Palmer has resigned. Anne Marie Flemming is the alternate rep. currently. Although Deni and Liisa offered to alternate, Kerin would like to see a **Coalition member** step into the role, along with Anne Marie. It occurs the third Monday from 11am-2:30pm at the MEMA Bunker in Framingham. Please let Deni know if you are willing to represent the Bristol Coalition. Elaine said she will provide full LSAC meeting minutes to Coalition members.

Coordinator/Planner update- Deni Phaneuf

Review BP5 deliverables

Deni reviewed each deliverable in detail for BP5 with Coalition members. Kerin Milesky, Deputy Director for OPEM, mentioned that the CPG's that were formerly required have now been removed from BP5 deliverables.

Our BP5 coalition level project is Closed POD's. Deni asked communities to continue working on identification of Closed POD's in each of their communities.

Please be reminded that it is still September, NATIONAL PREPAREDNESS MONTH. Place information on your town website; order KNOW-PLAN-PREPARE bags from the Clearinghouse to disseminate; place information in your office or around town.

Liisa Jackson- MRC Coordinator

Liisa spoke about the upcoming trainings, as did Jacquie O'Brien. Deni said she will send the training information along with the meeting minutes for all members to review. Please contact Liisa or Jacquie if you have any questions about the MRC Trainings.

Kerin Milesky- Deputy Director/ DPH

Kerin spoke about the media coverage regarding the drought. MAHB has said there is concern over private wells drying up. OPEM is currently working with the Environmental Task Force.

Kerin said there is a Zika Leadership Group. They are also working with the Communications Office. She said we are not expecting local outbreaks. We continue to monitor travelers and spreading through sexual transmission.

Kerin clarified that 50% of time spent at conferences must be in eligible Emergency Preparedness sessions.

Next Coalition Meeting: October 18, 2016 to be held at the Norton Media Center.

A motion was made to adjourn at 2:31pm by David Flaherty, it was seconded, and unanimously approved with no discussion.

Respectfully submitted,

Deni Phaneuf M.S.
Bristol Coordinator/Planner

**BRISTOL COUNTY P/REP
EMERGENCY PREPAREDNESS COALITION**

EP5 2016-2017

Agency: Bristol County P/Rep
 District Name: 7
 City: 1
 State: 2

	Class Name	District Name	City	State																
Acushnet	Correa	Joe	No	Coalition																
Attleboro	Perry	Alan	MTG	MTG																
Attleboro	O'Brien	Jacque																		
Berkley	Romano	Jim																		
Dartmouth	Michaud	Chris																		
Dighton	Collins	Bethany																		
Dighton	Grassie	Rosalind																		
Easton	Taylor	Mark																		
Fairhaven	Fowle	Patricia B.																		
Fall River	Vaillancourt	Henry																		
Foxborough	Zeidel	Pauline																		
Freetown	Bernardo	Kevin																		
Lakeville	Perry	Lawrence																		
Mansfield	Palmer	Amy																		
N. Attleboro	Fleming	Anne Marie																		
N. Attleboro	Davis	Robert F.																		
New Bedford	Harrington	Stephanie																		
New Bedford	Borrello	Michelle																		
Norton	Zahner 4th	Christian																		
Norton	Palmer	Donna																		
Plainville	Pawlucznek	Kelly																		
Plainville	Revelle	Deborah																		
Raynham	Flaherty	David																		
Rehoboth	Conlon	Jaime																		
Rehoboth	Ashton	Robert																		
Seekonk	Horsman	Jessica																		
Seekonk	TBA																			
Somerset	LaChance	Emily																		

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MRC EVENT SCHEDULE PLANNER 2016-2017



REGION 5 MRC
 LIIISA JACKSON

FY 2016-2017 MRC EVENTS
 REGION 5 MRC

For more information: www.mrcvolunteer.org
 Contact Liisa Jackson: LiisaJackson@mrcvolunteer.org

EVENT	DATE	TIME	LOCATION	EVENT	DATE	TIME	LOCATION
MEET AND GREET	Sept 29th	5:30-9:30pm	N Attleboro EKS	FOXBORO PET SHELLERING	October 4th	9-2pm	Public Safety
HOT TOPICS DR AL DENWARIA	Oct 6	10-11:30	Norton Library, Middleboro COVA	BART TRAINING FOR FIRE/PH/CELESTPH	November	TBD	Relhoboth
MARGAN TRAINING	Oct 18th	6:30-8pm		VECTOR SAFETY DR KATLIBOROWN	March	TBD	Middleboro
CONNIE ROCHA- WIMBOSO				RADIATION TRAINING	May	TBD	
FOOD SAFETY DURING A DISASTER	TBD						
MARGAN TRAINING	Nov 10th	12-1:30pm	Health Trust, Fall River				
CONNIE ROCHA- WIMBOSO							

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
S M T W T F S 1 2 3	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
MARCH	APRIL	MAY	JUNE	JULY	AUGUST
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

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